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# EPA Library Data Processing Systems Procedures and Users' Guide

Environmental Protection Agency, Washington, D C

Aug 76

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**EPA LIBRARY  
DATA PROCESSING SYSTEMS  
PROCEDURES AND USERS' GUIDE**

**OFFICE OF ADMINISTRATION  
LIBRARY SYSTEMS BRANCH  
MANAGEMENT AND ORGANIZATION DIVISION  
OFFICE OF PLANNING AND MANAGEMENT**

REPRODUCED BY  
NATIONAL TECHNICAL  
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U. S. DEPARTMENT OF COMMERCE  
SPRINGFIELD, VA. 22161



**U.S. ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460**

EPA LIBRARY DATA PROCESSING SYSTEMS  
PROCEDURES AND USERS' GUIDE

Prepared by  
Evelyn A. Moore, Ph.D.

August 1976

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## INTRODUCTION

The U.S. Environmental Protection Agency (EPA) was established in December 1970 under Reorganization Plan No. 3 of that year, which brought together many offices throughout the Federal Government concerned with environmental pollution and its control. Within these offices there existed 38 libraries and several information centers with collections concentrating on one or more areas of environmental concern. After mergers and relocations, the EPA Library System presently consists of the information centers and 28 libraries.

The EPA Library System is supported by computer systems covering journal and hard-bound book holdings, journal check-in, circulation, document control, EPA Reports, international exchange items and specialized subject area collections. All systems except circulation produce hard copy and Computer Output on Microform (COM) indexes, bibliographies and special reports.

Questions regarding this publication may be referred to:

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401 M Street, S. W.  
Washington DC 20460

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## CHAPTER 1

### PREPARATION FOR USING THE COMPONENTS OF THE EPA LIBRARY DATA PROCESSING SYSTEM

For the librarian who is planning for first use of any of the subsystems this chapter gives a brief overview of the work loads, charges, and organizational requirements for each subsystem. More detailed procedures are given in the following chapters. Comparisons of systems' costs, development time, etc., are presented in Figure 1.1.

#### I. DATA ENTRY

The various components of the system require varying types and amounts of data input from the participating libraries.

A. For the hard-bound book catalog, data is furnished on EPA Form 2100-1, "Update Library Book Holdings," and sent to the Environmental Research Library in Cincinnati, Ohio.

B. For the journal holdings report and the journal check-in report, data is either handwritten onto the previous edition (computer print-out) of the journal holdings report or onto the Journal System Coding Sheet (JSCS). Updates to both reports are forwarded to the Library Systems Branch in Washington, D.C.

C. For the document control system, data is prepared by each participating library in machine-readable form and processed with programs supplied by the Library Systems Branch.

D. For the circulation system, each library enters its own data on-line to a computer in Cincinnati, Ohio or in Washington, D.C.

E. Use of the EPA Reports, international exchange documents, air pollution literature retrieval systems and other specialized subject area collections requires only knowledge of what each contains and what their idiosyncrasies are. While libraries in some facilities have been assigned responsibility for making sure that copies of certain reports are sent to the National Technical Information Service (NTIS) in Springfield, Virginia, and/or the EPA Program Office in Washington, D.C., no responsibility for preparation or entry of bibliographic data is involved. At present requests for searches of the air pollution system are sent to the Corvallis National Research Laboratory in Corvallis, Oregon, but again, no responsibility for data preparation or entry is involved.

#### II. CHARGES AND ORGANIZATIONAL ARRANGEMENTS

A. For the hard-bound book catalog, journal holdings report and journal check-in report all charges are paid by the Library Systems Branch. Participating libraries are required only to submit data in the proper format.

B. Charges for processing circulation data and document control inventory data are charged to the data processing sub-allowance of the facility

in which the participating library is located. Participation in these systems requires approval of the relevant facility manager for authorization of charges and also cooperation of data processing personnel in varying degrees, depending upon how much input and processing time each library requires.

(1) A computer terminal is required for use of the circulation system. The participating library may acquire its own or may arrange to use one elsewhere in the facility for a certain period of time each day. To begin using the system for the first time, it is necessary to notify the Library Systems Branch so that file space and names can be assigned in the computer and arrangements for billing made.

(2) Several ways of accomplishing and paying for data entry have been developed by libraries already using the document control system. Library personnel can be assigned to enter data using a terminal or keypunch. The work of building the initial file can be contracted out. Data processing personnel in each facility need to work with systems staff at the Library Systems Branch for 2-3 hours to install programs for processing the document control data. After that the scheduling of print-outs, updates, etc., is a matter of agreement between the library and data processing personnel in each facility.

C. Printed copies of scheduled bibliographies from the EPA Reports and international exchange documents systems are sent to each facility automatically, without charge. Special searches in these and in the air pollutant literature retrieval system are charged individually to the requestor.

This table briefly compares some of the common aspects of the In-House Library Systems.

The operation cost comparisons are based on the execution of a computer program that generates a standard report.

In all instances, the hardware is NIH's IBM 370/165's and the software is the Inquiry and Reporting System language. The systems were originally developed on the NIH Computer Center with most of the development shown taking place between 1971 and 1974.

The sole objective of the table is to give the reader some idea of the relative development time and costs of certain of the applications.

| The System                | System Development<br>Time * | Computer Program<br>Executed                                                                           | Execution Time (CPU SEC)<br>Dollar Cost/Turn Around | Size of Master<br>File                                                                        |
|---------------------------|------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------|
| The Journal<br>System     | 160 Working Hours            | Generates a journal<br>inventory report for<br>a single library-<br>HQ's library in this<br>execution. | 4.84 sec/\$7.25/<br>.2 hr turn around**             | Journal holdings<br>file-6262 120 ch<br>records/Journal<br>title file-2656<br>.120 ch records |
| Hard Bound<br>Book System | 360 Working Hours            | Generates a subject<br>report for the total<br>library network.                                        | 19.65 sec/\$32.68/<br>.2 hr turn around**           | Book holdings file<br>of 9098 130 ch<br>records/Book title<br>file of 2667 130 ch<br>records. |
| The Circulation<br>System | 120 Working Hours            | Generates a daily<br>report (alpha by<br>title) of all library<br>material on loan.                    | 2.31 sec/\$3.12/<br>.2 hr turn around**             | Circulation master<br>containing 589<br>.120 ch records.                                      |

\* The total combined time of the functional and technical staffs necessary to develop the application to an operational status using test files.

\*\* Under normal conditions, a lower job class priority would have been used (12-14 hour turn around). A 20% discount would have resulted.

Figure 1.1

System Comparisons

| The System                                                     | System Development<br>Time * | Computer Program<br>Executed                                                                | Execution Time (CPU SEC)<br>Dollar Cost/Turn Around | Size of Master<br>File                                                                                  |
|----------------------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <hr/>                                                          |                              |                                                                                             |                                                     |                                                                                                         |
| The Ecological<br>Air Pollutant<br>Literature<br>Search System | .280 Working Hours           | .Generates an author<br>.report representing<br>.all citations to date..                    | .3.82 sec/\$4.52<br>.12-14 hr turn around           | .Single Master file<br>.containing 500<br>.1080 ch records.<br>(This is a sample<br>of the total file.) |
| <hr/>                                                          |                              |                                                                                             |                                                     |                                                                                                         |
| The EPA Reports<br>Reporting System                            | .560 Working Hours           | .Generates an abstract<br>.report for the total<br>.master file.                            | .17.06 sec/\$18.95/<br>.12-14 hr turn around        | .Single Master file<br>.containing 1231<br>.4800 ch records.                                            |
| <hr/>                                                          |                              |                                                                                             |                                                     |                                                                                                         |
| International<br>Environmental<br>Reports System               | .280 Working Hours           | .Generates a multiple<br>.subject index (with<br>.abstracts) for the<br>.total master file. | .9.54 sec/\$11.53/<br>.12-14 hr turn around         | .Single Master file<br>.containing 518<br>.1600 ch records.                                             |
| <hr/>                                                          |                              |                                                                                             |                                                     |                                                                                                         |

\* The total combined time of the functional and technical staffs necessary to develop the application to an operational status using test files.

Figure 1.1  
System Comparisons (continued)

## CHAPTER 2

## THE HARD-BOUND BOOK SYSTEM

## I. INTRODUCTION

A. Production of cataloging records for books is done centrally in Cincinnati, Ohio for the entire EPA system.

B. Once a month Cincinnati produces a full-size paper copy catalog of additions to the entire EPA system in the previous month; the main list is arranged by title and there are indexes by author and subject. Also produced each month is a title list of accessions for each individual library. (See Figures 2.1 through 2.5.) There is a cumulation, on microfiche, of each of these lists at the end of the first quarter of each year and again at the end of the first 6 months. After that there is no cumulation until the end of the year. At the end of the year a complete cumulation is issued on microfiche and also in full-size printed (Linotron) form. Also at the end of the year a shelf list, arranged by Library of Congress call number and a complete set of reports representing its individual holdings for the year is issued for each individual library as full-size computer print-outs.

## II. DATA PREPARATION AND CODING

A. Data for items acquired by participating libraries is sent to the library in Cincinnati on EPA Form 2100-1 (Figures 2.6 and 2.7) with as much cataloging information as the sending library has available.

B. Only the information listed on the back of the form is required for entry into the computer system. However, if any of the data is missing, the staff in Cincinnati is responsible for searching for it which can delay entry of the item into the system.

C. The fastest coding and entry occurs when a participating library finds that an item it is reporting has been listed in the current accession lists (from January 1976 to date, as of this writing). When this occurs, only a few pieces of information need to be on the coding sheet when it is sent to Cincinnati. This is explained in the detailed instructions below.

D. If the item appears only in the earlier EPA book catalogs, all of the information must be copied onto the coding sheet. The computer files for these earlier years have been closed, and while it is possible to print out the complete files, it is not possible to extract selected entries for updating each month.

E. Basic instructions for entering book holdings into the computer system appear on the reverse side of EPA Form 2100-1. More specifically:

(1) Initial articles are dropped from titles. All articles are retained elsewhere in the title.

(2) No abbreviations are to be used in the title (although some abbreviations, like CRC, are acceptable).

(3) No punctuation marks are to appear in the title.

(4) In the case of joint authorship, use the symbol "+" for "and."

(5) Remember to complete the "30" record when there is joint authorship or editorship. In the latter case, do not forget to add "ED."

(6) In the case of subject headings, use the ampersand "&" to signify "and."

(7) Assign subject, if possible.

(8) Volumes and editions should be inserted when applicable; when both are required show volume numbers first, followed by edition.

(9) Consecutive volumes, editions and/or dates of publication are separated by a dash, e.g., ED 1-3, 1970-73.

(10) When volumes, editions and/or dates are not consecutive, the punctuation used is a comma, e.g., ED 1,3, 1960,75.

(11) If necessary, use a combination of both commas and dashes, e.g., V 1,4-5, 1969,72-73.

(12) When applicable, include the unique call number.

(13) If full cataloging is not available and the Library of Congress card number appears in the book, include the card number on the coding sheet in the extreme right portion of the "30" record.

(14) Always include the Library Code, which requires three characters.

F. Serials or continuations may be added to the Accessions File as open or closed entries. When the title will continue to be received, the entry should be as follows: 1973- (space). The dash indicates that this is an open entry. When the title is no longer received, the entry becomes 1973 (without the dash) if only one year was received, or 1973-74, closing the entry and indicating the year it was discontinued.

G. When the serial or continuation has a date as part of the title or covers information for a given year and is published in a different year, the publication date should appear first, followed by a parenthetical entry for the data year(s) concerned. Examples:

|       |                   |                          |
|-------|-------------------|--------------------------|
| V 1-5 | 1968 (1967)       | (only one year received) |
|       | 1969-73 (1968-72) | (start and stop years)   |
| V 1-  | 1969- (1968- )    | (open entry)             |

H. Remember that the first date is the year of publication and the date in parenthesis is the year of information.

I. Once a series is complete, or is no longer received by a library, a coding sheet should be submitted to Cincinnati indicating that the entry has been closed (showing start and stop years under date of publication, rather than an open entry).

J. Because of the various sources of cataloging data, the following procedure is suggested for submitting EPA Form 2100-1:

(1) Check the new title against the current accessions lists. If the title is a duplicate against an item so listed, show "DUPLICATE" in the Book ID No. block, indicate title, call number and Library Code. ("Current" usually means "this calendar year.")

(2) If the title does not appear in the current accessions file, check it against the retrospective cumulated accessions (EPA Book Catalog as of July 1973) and the cumulation for August 1973 - December 1974. These are available in microfiche and in hard copy. If listed, transfer all of the cataloging data to the coding sheet. A complete entry is required for computer input. If not provided, the Cincinnati staff must search it out. Thoroughness on the part of all librarians can expedite the cataloging process.

(3) Note at the top of each coding sheet the source of the data entered, i.e., monthly accessions, cumulated accessions, Cataloging in Publication (CIP), American Book Publishing Record (BPR), or Interlibrary Loan (in case only a Library of Congress call number is shown) or other source.

(4) For material published before 1965, not included in any of the named sources, presume that original cataloging may be necessary and send with the coding sheet a copy of the title page, verso, foreword or introduction, and table of contents.

K. Complete coding sheets are to be mailed to:

U.S. Environmental Protection Agency  
Environmental Research Library  
26 West St. Clair Street  
Cincinnati OH 45268

L. EPA Form 2100-1 may be used in other ways by each participating library, as long as the area for coding for the catalog system is not used for any other purpose. Figure 2.8 illustrates the extended form which has been devised by the library at Research Triangle Park, North Carolina.

03-10-73

ENVIRONMENTAL PROTECTION AGENCY  
LIBRARY SYSTEM

## BOOK CATALOG LISTING

WOODWORM PROBLEM  
ENTOMOLOGY 01B 1963  
1001548  
1001548  
1001548

WORKING PRESS OF THE NATION  
26951 W6 NATL RES BUREAU  
AMERICAN NEWSPAPERS US DIRECT 03B 1968  
JOURNALISTS US DIRECT  
RADIO DIRECT  
1001203  
1001203  
1001203

WORLD ALMANAC AND BOOK OF FACTS  
AY67 N5W7  
ALMANACS AMERICAN 03B 1969-72  
09A 1923  
STATISTICS YEARBOOKS  
1969-72  
1923

WORLD CATALOGUE OF THESES ON THE PACIFIC ISLANDS  
Z4501 D52 1970B DICKSON DIANE + DOSSOR C EDS  
HAWAII 09A 1970  
BIBLIOGRAPHIES  
U OF HAWAII  
PACIFIC ISLANDS  
5000275  
5000275  
5000275

WORLD CROP PROTECTION  
SB601 S65 STAPLEY J H + GAYNER F C H  
CROPS 03B V 1,2 1969  
1001603  
1001603  
1001603

WORLD DYNAMICS  
HD82 F63 FORRESTER JAY W  
ECONOMIC POLICY MATH MODELS 03B 1971  
STATES AND DYNAMICS  
1971  
1002570  
1002570  
1002570

WORLD GUIDE TO SCIENCE INFORMATION AND DOCUMENTATION SERVICES  
Q223 U45 UNESCO  
SCIENCE INFO SERVICES DIRECT 03B 1965  
1002571  
1002571  
1002571

WORLD OF LEARNING  
AS2 W6  
LEARNED INSTITUTIONS + SOCIETIES 03B ED 21 1971  
1000004  
1000004  
1000004

WORLD TELEGRAM  
NY WORLD TELEGRAM  
1000013  
1000013  
1000013

WORLD OF HAWAII  
PACIFIC ISLANDS  
5000275  
5000275  
5000275

WORLD OF RUBBER  
CHEM RUBBER CO  
1001603  
1001603  
1001603

WRIGHT ALLEN  
DENOGRAPHY MATH MODELS  
1002570  
1002570  
1002570

UNESCO  
1002571  
1002571  
1002571

LONDON EUROPA  
1000004  
1000004  
1000004

This ID number does not  
appear on the final report.

Figure 2.1

Sample from Complete System Catalog

03-28-73

ENVIRONMENTAL PROTECTION AGENCY  
LIBRARY SYSTEM

AUTHOR LISTING

WARD RITCHIE R  
PRACTICAL TECHNICAL WRITING

WARKANY JOSEF ED  
TOXATOLOGY PRINCIPLES AND TECHNIQUES

WARSHOPSKY FRPD  
POISONS IN THE AIR

WASHTELL C C H  
NUCLEONIC INSTRUMENTATION

WASSERMAN R H ED  
TRANSFER OF CALCIUM AND STRONTIUM ACROSS BIOLOGICAL MEMBRANES

WASTLER T A  
SPECTRAL ANALYSIS

WATERMAN TALBOT H ED  
PHYSIOLOGY OF CRUSTACEA

WATT JOHN H ED  
AMERICAN ELECTRICIANS HANDBOOKS

WATT KENNETH E F ED  
SYSTEMS ANALYSIS IN ECOLOGY

WEADOCK VIRGINIA A  
CHALLENGE FOR SURVIVAL

WEBB EDWIN C  
ENZYMES

WEBB JOHN L  
ENZYME AND METABOLIC INHIBITORS

WEBB WALTER F  
UNITED STATES MOLLUSCA

WEBER PUDOLF ED  
BIOCHEMISTRY OF ANIMAL DEVELOPMENT

TI1 W35

QL991 W65

TD883 2 E3

TK7870 W32

QP535 S8 C6

TD420 W33

QL445 W3

TK151 A87

QH541 W3

HA206 C4

QP601 D88

QP601 W38

QL414 W42

QL963 W4

Figure 2.2

Sample from Author Index of Complete Catalog

03-28-73

ENVIRONMENTAL PROTECTION AGENCY  
LIBRARY SYSTEM

## SUBJECT LISTING

VIROLOGY TECHNIQUE  
ELECTRON MICROSCOPE IN BIOLOGY

QH212 E4 G7

## VOLUMETRIC ANALYSIS

## EDTA TITRATIONS

QD111 F47

## MICRODIFFUSION ANALYSIS AND VOLUMETRIC ERROR

QD98 C5

## VOLUMETRIC ANALYSIS

QD111 K642

## WASTE DISPOSAL

## DISPOSAL OF RADIOACTIVE WASTES INTO SEAS OCEANS AND SURFACE WATERS

TD898 S898 1966

## WASTE DISPOSAL IN THE MARINE ENVIRONMENT

TD511 I6

## WASTE ECONOMICS

## WASTE MAKERS

HC110 W3P3

## WASTE PRODUCTS CONGRESSES

## INDUSTRIAL WASTE CONFERENCE

TF995 A115

## WASTE WATER TREATMENT

## QUALITY AND POLLUTION RESEARCH 1969

TD370 J47 1969

## WATER

## ANNUAL BOOK OF AMERICAN SOCIETY FOR TESTING AND MATERIALS ASTM STANDARDS

TA401 A653

## LIVING WATER

FH46 B7

## STREAMS LAKES PONDS

QH96 C6

## WATER

GB671 L4

## WATER US DEPARTMENT OF AGRICULTURE YEARBOOK

S21 A35 1955

## WATER ADDR ESS LEC

## WATER FOR PEACE

HD1691 I5

## WATER ANALYSIS

## MICROSCOPY OF DRINKING WATER

TD384 W58 1927

## PRACTICAL HANDBOOK OF SEAWATER ANALYSIS

SH223 A344 NO 167

## RECOMMENDED PROCEDURES FOR THE EXAMINATION OF SEA WATER AND SHELLFISH

Q865 A52

## WATER ANALYSIS ADDRESSES

## TRACE INORGANICS IN WATER A SYMPOSIUM

QD1 A355 NO 73

Figure 2.3

Sample from Subject Index of Complete Catalog

1973 BOOK HOLDINGS  
FOR LIBRARY:  
01B WEST KINGSTON, RI

ENVIRONMENTAL PROTECTION AGENCY  
LIBRARY SYSTEM

NOVEMBER CURRENT AWARENESS

ABYSSAL ENVIRONMENT AND ECOLOGY OF THE WORLD OCEANS

ALGAE ABSTRACTS A GUIDE TO THE LITERATURE

ANALYSIS OF ORGANIC POLLUTANTS IN WATER AND WASTE WATER

BIOLOGICAL MINERALIZATION

CBE STYLE MANUAL

COASTAL AQUACULTURE IN THE INDO PACIFIC REGION

CULTURE AND DISEASES OF GAME FISHES

EARTH BENEATH THE SEA

ECOLOGY OF SALT MARSHES AND SAND DUNES

ENVIRONMENTAL CONTROL OF CELL SYNTHESIS AND FUNCTION

ENVIRONMENTAL LAW

ESTUARIES A PHYSICAL INTRODUCTION

HARD AND SOFT ACIDS AND BASES

HOW TO MAKE THE OSHA 1970 WORK FOR YOU

QH541.5.S3H4

QH564.5.A38

TD427.07L4513

QP531.Z55

Z250.6.B5C6

SH1.I5I44

SH151.D28

QE33.S47

QH541.5.S24R36

QE66.I62

KF3775.B42

GC97.D93

QD477.P39

KP3570.Z9S5

Figure 2.4

Sample from Current Accessions List  
for an Individual Library

01-19-72

ENVIRONMENTAL PROTECTION AGENCY  
LIBRARY SYSTEM

## L C ORDERED LISTING OF BOOK TITLES

AE5 E363 1969  
   ENCYCLOPEDIA BRITANNICA  
  
 AG5 K315  
   FAMOUS FIRST FACTS  
  
 AG521 B3  
   SPECIALIZED SCIENCE INFORMATION SERVICES IN THE UNITED STATES  
  
 AS15 H3  
   SCIENTIFIC AND TECHNICAL SOCIETIES OF THE UNITED STATES AND CANADA  
  
 AS2 W6  
   WORLD OF LEARNING  
  
 AS25 D5  
   RESEARCH CENTERS DIRECTORY  
  
 AS6 H4  
   HOW TO RUN BETTER MEETINGS  
  
 AS911 A2F65  
   FOUNDATION DIRECTORY  
  
 AS911 P6 A442  
   FORD FOUNDATION REPORT  
  
 AY414 C2  
   CANADIAN ALMANAC AND DIRECTORY  
  
 AY64 I55  
   INFORMATION PLEASE ALMANAC ATLAS AND YEARBOOK  
  
 AY64 R4  
   HEADERS DIGEST ALMANAC  
  
 AY67 N5T55  
   NEW YORK TIMES ENCYCLOPEDIA ALMANAC

Figure 2.5

Sample of Shelf List

|                  |                                      |                                |                  |
|------------------|--------------------------------------|--------------------------------|------------------|
| BOOK ID NO.      |                                      | TITLE                          |                  |
| 00               | LC NO.                               | AUTHOR AND CO-AUTHOR (Editor)  | PUBLISHER        |
| 01               | SYMPOSIUM, ETC, ENTRY (If necessary) |                                |                  |
| SUBJECT HEADINGS |                                      |                                |                  |
| 11               | 1.                                   | 2.                             | 3.               |
| 12               | 4.                                   | 5.                             | 6.               |
| 13               | 7.                                   | 8.                             | 9.               |
| 20               | LIB CODE                             | EDITION, VOLUME (If necessary) | PUBLICATION DATE |
| 30               | CO-AUTHOR (Co-editor)                |                                |                  |

EPA Form 2100-1 (6-73)

## UPDATE LIBRARY BOOK HOLDINGS

(See instructions on the reverse)

## INSTRUCTIONS

The form may be used to record either new acquisitions or to register a duplicate of another library's holdings. Note that the numbers indicated on the form correspond to the computer fields of the book holdings system.

## NEW ACQUISITIONS

- |              |                                                                                                                                                                                                                |                                            |                                                                                                       |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------|
| BK ID NO.    | Leave this space blank.                                                                                                                                                                                        | 20 LIB CODE                                | Insert numerical code for your library.                                                               |
| TITLE        | Enter complete title, excluding first words of "the", "a" or "an" (118 characters available).                                                                                                                  | EDITION                                    | Specify edition, revision, volume or parts numbers (Ex: ED 2, V 1, 2).                                |
| 00 LC NO.    | Enter call number.                                                                                                                                                                                             | PUBL DATE                                  | Enter year of publication or, if not available, year of copywrite (without "C").                      |
| AUTHOR etc.  | Enter personal authors by surname, followed by first name and one initial. Enter co-author or co-editor simply by surname and initials. <b>MUST ALSO COMPLETE LINE 30.</b> For editors, include "ED" or "EDS". | 30 CO-AUTHOR                               | List full name of co-author or co-editor: surname, forename, initials. Include "ED" if applicable.    |
| PUBLISHER    | There are 20 characters available for publisher's name.                                                                                                                                                        | DUPLICATES OF TITLES ALREADY IN THE SYSTEM |                                                                                                       |
| 01 SYMPOSIUM | Identify symposium, sponsorship by group other than author or publisher, or other pertinent identifying information.                                                                                           | BK ID NO.                                  | This is the number appearing in the last column on the right in the computer run. Insert on the form. |
| 11 SUBJECT   | List subject headings to be included.                                                                                                                                                                          | TITLE                                      | Insert "Duplicate".                                                                                   |
| 12 "         |                                                                                                                                                                                                                | 20 LIB CODE                                | Complete all three items on this line.                                                                |
| 13 "         |                                                                                                                                                                                                                | No other information is required.          |                                                                                                       |

EPA Form 2100-1 (6-73) (Reverse)

Figure 2.6

EPA Form 2100-1

|                  |                                                                                                               |                                                                        |                          |
|------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------|
| BOOK ID NO.      |                                                                                                               | TITLE                                                                  |                          |
|                  |                                                                                                               | NERVE MEMBRANES                                                        |                          |
| 00               | LC NO.<br>QP363.J6                                                                                            | AUTHOR AND CO-AUTHOR (Editor)<br>Johnson, Patricia V +<br>Roots, B. I. | PUBLISHER<br>Pergamon    |
| 01               | SYMPOSIUM, ETC. ENTRY (If necessary)<br>International Series of Monographs in Pure and Applied Biology, V. 36 |                                                                        |                          |
| SUBJECT HEADINGS |                                                                                                               |                                                                        |                          |
| 11               | 1.<br>nerve tissue                                                                                            | 2.<br>membranes biology                                                | 3.                       |
| 12               | 4.                                                                                                            | 5.                                                                     | 6.                       |
| 13               | 7.                                                                                                            | 8.                                                                     | 9.                       |
| 20               | LIB CODE<br>03B                                                                                               | EDITION, VOLUME (If necessary)<br>ED 2                                 | PUBLICATION DATE<br>1972 |
| 30               | CO-AUTHOR (Co-editor)<br>Roots, Betty I                                                                       |                                                                        |                          |

EPA Form 2100-1 (6-73)

UPDATE LIBRARY BOOK HOLDINGS  
(See instructions on the reverse)

Figure 2.7

Sample of Completed EPA Form 2100-1

|                  |                                               |                                         |                  |
|------------------|-----------------------------------------------|-----------------------------------------|------------------|
| BOOK ID NO.      |                                               | TITLE                                   |                  |
| 00               | LC NO.                                        | AUTHOR AND CO-AUTHOR ( <i>Editor</i> )  | PUBLISHER        |
| 01               | SYMPOSIUM, ETC, ENTRY ( <i>If necessary</i> ) |                                         |                  |
| SUBJECT HEADINGS |                                               |                                         |                  |
| 11               | 1.                                            | 2.                                      | 3.               |
| 12               | 4.                                            | 5.                                      | 6.               |
| 13               | 7.                                            | 8.                                      | 9.               |
| 20               | LIB CODE                                      | EDITION, VOLUME ( <i>If necessary</i> ) | PUBLICATION DATE |
| 30               | CO-AUTHOR ( <i>Co-editor</i> )                |                                         |                  |
| NOTES:           |                                               | LC card                                 | Date ord.        |
|                  |                                               |                                         |                  |
| Ord. for:        |                                               |                                         |                  |
| Ord. from:       |                                               |                                         |                  |
|                  |                                               |                                         |                  |
| Price            |                                               | Acct.                                   | Call             |
|                  |                                               | charged                                 | order No.        |

Figure 2.8

Local Extension of EPA Form 2100-1  
Used by Library at Research Triangle Park, NC

## CHAPTER 3

### THE JOURNAL SYSTEM

#### I. INTRODUCTION

The journal system consists of the Journal Holdings Report and the Journal Check-In Report.

A. Every 6 months each participating library sends a copy of its previous computer print-out edition of its journal holdings report, with changes and deletions noted and a completed copy of the JSCS (see Figures 3.1 and 3.2) for each new title to the Library Systems Branch. The files are then updated and a new edition of the report is printed. Each library receives 2 copies of the updated Journal Holdings Report for its own holdings after each semi-annual update (see Figure 3.3). Once a year, or twice a year if resources permit, each library receives copies of the complete Journal Holdings Report for the entire EPA Library System (see Figure 3.4).

B. Every 6 months each library also receives journal check-in reports which include all titles for which there are current subscriptions due to be received in each month of that 6-month period (see Figure 3.5).

#### II. DATA PREPARATION

##### A. Journal Holdings Report

(1) For the journal holdings report, 7 pieces of data are necessary for each entry: 1) title; 2) holding library code; 3) beginning volume and date or "current" notation; 4) ending volume and date or "to present" notation; 5) indication of missing issues "\*\*\*"; 6) indication of holdings retained in microform "M"; and 7) the International Standard Serial Number (ISSN).

(2) The use of abbreviations should be limited to those found in the front of the most recent complete journal holdings report.

(3) New Titles. Before a library enters a title which is new to its collection, a thorough search of the last edition of the complete journal Holdings Report is necessary to make sure the title is truly new to the EPA system. Once it is determined that a title is indeed new to the system a JSCS must be completed.

(4) New Holdings - Existing Titles. When it is determined that a new title in a particular library already exists in the EPA Library System, completion of a JSCS showing "DUPLICATE" in the JNL ID No. block is necessary.

(5) Change in Title. When a title changes, every library which receives that title is responsible for reporting same. A JSCS must be completed for the new title with a cross reference to the old title form. In addition, the previous computer print-out of the Journal Holdings Report must be annotated with the ending volume and date for the old title with a cross reference to the new title form.

(6) Changes in Holdings. When it is necessary for a library to change and/or to add a holdings statement for a title that already exists in its report, the only requirement is for that library to write the change or addition legibly in the appropriate place on the previous computer print-out of its Journal Holdings Report.

(7) Deleting Titles and Holdings. When a library discards its collection of a title, it is only necessary to draw a line through the title and the holdings statement on the previous computer print-out of its report in order to delete the title and holdings statement.

#### B. Journal Check-In Report

(1) For the Journal Check-In Report, 4 pieces of data are necessary for each entry: 1) title; 2) holding library code; 3) frequency of title; and 4) the ISSN.

(2) Abbreviations used in the Journal Check-In Report are as follows:

|    |   |                   |
|----|---|-------------------|
| A  | - | Annually          |
| BM | - | Bi-monthly        |
| BW | - | Bi-weekly         |
| D  | - | Daily             |
| I  | - | Irregularly       |
| M  | - | Monthly           |
| Q  | - | Quarterly         |
| SA | - | Twice annually    |
| SW | - | Twice weekly      |
| W  | - | Weekly            |
| X  | - | Frequency unknown |

Frequency plus "X," e.g., BM X - Frequency is known; actual months received are not known.

(3) Only those current titles with holdings that indicate beginning volumes and dates and "to present" or "current only," etc., are included in the Journal Check-In Report. Titles that have holdings with or without ending volumes and dates are not included in the report. For Example:

|                       |                                   |
|-----------------------|-----------------------------------|
| Without ending        | ADVANCES IN CYTOPHARMACOLOGY      |
| volume and date ----- | E03B      001 (1971)              |
| With ending           | AMER CITY & COUNTY                |
| volume and date ----- | E03B      001 (1971) - 005 (1976) |

(4) Changes to the Journal Check-In Report -- deletions of inactive titles, changes in frequency, etc. -- are made on the JSCS and returned to the Library Systems Branch at the beginning of each update cycle (every 6 months).

(5) There are three sections in each month's Journal Check-In Report each of which is arranged alphabetically:

(a) Section 1 - Current titles for which frequency and months received (if less frequent than monthly) are known.

(b) Section 2 - Irregular publications.

(c) Section 3 - Current titles for which either the frequency is not known or the frequency is known but the actual months received are not known.

(6) In each month's Journal Check-In Report, Section 1 contains those current titles due to be received in that month. Section 2 contains current titles with irregular frequencies. Current titles for which frequencies have not been determined also appear in each month's report until frequencies become apparent, at which time the titles in Section 3 are moved to their proper places in either Section 1 or Section 2 of the report.

| JOURNAL SYSTEMS CODING SHEET   |                                                                                 |                        |
|--------------------------------|---------------------------------------------------------------------------------|------------------------|
| JNL ID NUMBER<br>(Leave blank) | CURRENT TITLE                                                                   |                        |
| FORMER TITLE (If applicable)   |                                                                                 |                        |
| LIBRARY<br>CODE                | FREQUENCY of Current Title and months<br>received if other than BW,D,M,SW or W. | ISSN                   |
| BEGINNING VOLUME AND DATE      |                                                                                 | ENDING VOLUME AND DATE |

Figure 3.1

Journal System Coding Sheet

| JOURNAL SYSTEM CODING SHEET                          |                                                                                                                  |                                                 |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| JNL ID NUMBER<br>(Leave blank)                       | CURRENT TITLE<br><i>Jnl of Environmtl Ed</i>                                                                     |                                                 |
| FORMER TITLE (if applicable)<br><i>Environmtl Ed</i> |                                                                                                                  |                                                 |
| LIBRARY<br>CODE<br><br><i>03B</i>                    | FREQUENCY of Current Title and months<br>received if other than BW,D,M,SW or W.<br><br><i>Q - MR, Ju, SE, DE</i> | ISSN<br><br><i>0013-9254</i>                    |
| BEGINNING VOLUME AND DATE<br><br><i>002 (1971)</i>   |                                                                                                                  | ENDING VOLUME AND DATE<br><br><i>To Present</i> |

Figure 3.2

Sample of Completed Journal System Coding Sheet

04-13-73  
03B WASHINGTON, DC

ENVIRONMENTAL PROTECTION AGENCY  
LIBRARY SYSTEM

1973 JOURNAL HOLDINGS

0006-4455

|                  |                                                         |
|------------------|---------------------------------------------------------|
| JNL ID NO 186600 | WESTERN CITY MAG<br>044 (1968) - TO PRESENT             |
| JNL ID NO 187100 | WILDLIFE MONOGRAPHS<br>(1969) - TO PRESENT *            |
| JNL ID NO 187200 | WILDLIFE REVIEW<br>103 (1961) - TO PRESENT *            |
| JNL ID NO 187300 | WILDLIFE SOC NEWS<br>(1969)                             |
| JNL ID NO 187400 | WILLING WATER<br>013 (1969) - TO PRESENT *              |
| JNL ID NO 187500 | WILSON LIBRARY BUL<br>042 (1968) - 043 (1969) *         |
| JNL ID NO 187750 | WORLD<br>(1972) - TO PRESENT                            |
| JNL ID NO 187900 | WORLD ECOLOGY 2000<br>002 (1971) - TO PRESENT *         |
| JNL ID NO 188200 | WORLD HEALTH ORG CHRONICLE<br>019 (1965) - TO PRESENT * |

0006-5566

\* INDICATES MISSING ISSUES IN THE HOLDING

Figure 3.3

Sample from Journal Holdings Report  
for an Individual Library  
(includes Journal ID Number and ISSN)

ABST ON HYGIENE  
 E04P 007 (1966) - TO PRESENT  
 E05B 043 (1968) - TO PRESENT  
  
 ACCESS  
 E05B (1969)  
  
 ACCESSION BUL SOLID WASTE INFO RETRIEVAL SYSTEM  
 E03B 001 (1970) - TO PRESENT  
 E05B 001 (1970) - TO PRESENT  
  
 ACCOUNTS OF CHEM RES  
 E03B 001 (1968) - 001 (1969) \*  
  
 ACCUMULATIVE VETERINARY INDEX  
 E04C 002 (1960) - TO PRESENT  
  
 ACOUSTICAL SOC OF AMER JNL  
 E03G 049 (1971) - TO PRESENT  
 E10A CURRENT ONLY  
  
 ACOUSTICS ABSTS  
 E05B (1973)  
  
 ACTA BIOCHIMICA POLONICA (ENGL TRANSL WARSAW)  
 E04B 014 (1967) - TO PRESENT \*  
  
 ACTA BIOLOGICA (P ACTA UNIVERSITATIS SZEGEDIENSIS)  
 E05C 020 (1969) - TO PRESENT  
  
 ACTA CHEMICA SCANDINAVICA  
 E05B 001 (1947) - 023 (1969) \*  
  
 ACTA MEDICA IUGOSLAVICA (ENGL TRANSL BELGRADE)  
 E04B 020 (1960) - TO PRESENT

0001-3865

0001-3978

Figure 3.4

Sample from Journal Holdings Report  
 for Entire System  
 (Includes ISSN but not Journal ID Number)

1976 JOURNAL HOLDINGS  
FOR LIBRARY:  
EOTA REGION I, WEDDAM HEIGHTS, NA

ENVIRONMENTAL PROTECTION AGENCY  
LIBRARY SYSTEM

APRIL CHECK-IN REPORT

SELECTED WATER RESOURCES ABSTS

T A P P I (TECHNICAL ASSN OF THE PULP & PAPER INDUS

WATER & POLL CONTROL (ONTARIO CANADA)

WATER & SEWAGE WORKS INCLUDING INDUS WASTES (P MUNICIPAL ENGRING)

WATER POLL CONTROL FEDERATION JWL (P SEWAGE & INDUS WASTE & SEWAGE WORKS JWL)

WATER RESOURCES BUL

WATER RESOURCES RES

WATER SPECTRUM

COPEIA

ENVIRONMENTAL DATA SCI

SURVEY OF BUS STATS

SECTION 1. Current Titles for which frequency  
and months received are known.

|    |   |   |
|----|---|---|
| BM | : | : |
| M  | : | : |
| M  | : | : |
| M  | : | : |
| M  | : | : |
| M  | : | : |
| M  | : | : |
| M  | : | : |
| M  | : | : |
| M  | : | : |
| BM | : | : |
| BM | : | : |

SECTION 2. Irregular publications.

|   |   |   |
|---|---|---|
| I | : | : |
| I | : | : |

SECTION 3. Current Titles for which either frequency  
is not known or frequency is known but actual months  
received are not known.

|     |   |   |
|-----|---|---|
| Q X | : | : |
| X   | : | : |
| X   | : | : |

Figure 3.5

Sample of Journal Check-In Report

## CHAPTER 4

### THE CIRCULATION SYSTEM

#### I. INTRODUCTION

A. The Library Systems Branch must be notified when a library wishes to start using the circulation system. Systems staff will inform the library of the file name and keyword to be used. The library is responsible for informing the Systems staff of its account number. It is also necessary for the library to make arrangements with its local data processing personnel as to billing because charges will be made to the data processing sub-allowance for its facility, not to the library, and also because in most cases certain printed reports are transmitted from the central computer to a printer in the local data processing facility. It may also be necessary to use a terminal which belongs to and/or is located in the data processing area rather than in the library.

B. Once the file name, keyword and account number have been assigned, actual operation of the system can be learned quickly.

#### II. DATA FORMAT

Figure 4.1, below, describes the contents and format of an individual circulation record. Figure 4.2 illustrates 5 records as they appear when

| COLUMN  | DESCRIPTION                                                  |
|---------|--------------------------------------------------------------|
| 1-29    | Document identification (title or number)                    |
| 31-43   | Book call number; report number; or journal date of issue    |
| 45-60   | Name of Borrower                                             |
| 62-69   | Office phone number of borrower                              |
| 71-79   | Building & room number of borrower                           |
| 81-86   | Date item was borrowed                                       |
| 87      | Blank or "R" indicating return of interlibrary loan material |
| 88-93   | Date due if interlibrary loan                                |
| 95-110  | Name of borrower on waiting list                             |
| 112-120 | Office phone number of borrower on waiting list              |

Figure 4.1

Individual Circulation Record  
Format and Contents

displayed on a terminal. Note that the document description in columns 1-43 can contain several kinds of information, depending on the nature of the document and the amount of detail each library desires. Of the 120 characters in each record, columns 44, 61, 70, 80, 94 and 111 are blank spaces. The line numbers in Figure 4.2 (1-5) are not part of the 120 column description; they are added by the computer program.

### III. DATA ENTRY AND MANIPULATION

A. Data is entered into, deleted from or modified in an individual library's circulation file through a computer terminal.

B. Following is a sample sequence of operations and dialog with the computer for a day's circulation:

Obtain the circulation transaction records (charges, returns, renewals, etc.) so that all charges are processed in one sequence, returns in one sequence, etc. This is not required as far as the computer is concerned, it is suggested as a way to make updating the file easier.

C. Signing On. Turn on the terminal. Pick up the telephone and dial the appropriate number. When the shrill beep is heard, depress the "data" button and hang up (or place the telephone receiver in the acoustic coupler if that type of terminal is used). Press the return key/carriage return on the terminal. From here on, return key/carriage return will be referred to as "CR." (NOTE: It is not necessary to space before hitting the CR.) The computer will type out a message of one or two lines and then prompt the operator with the following questions:

|           |                         |    |                          |
|-----------|-------------------------|----|--------------------------|
| INITIALS? | you type iii            | CR | (whatever the actual     |
| ACCOUNT?  | you type aaaa           | CR | initials, account number |
| KEYWORD?  | you type kkk            | CR | and keyword are)         |
| TERMINAL? | you type g30            | CR |                          |
| COMMAND?  | you type set terse      | CR |                          |
| ?         | you type set length 120 | CR |                          |

The sign-on procedure is now complete. In order to gain access to the file

you type use file name on volume      CR

D. Updating the File. It is now necessary to find out what the line numbers of the items to be deleted or modified are, and what the last line number in the file is so that new charges can be added to the end of the file.

(1) To find out what line number has been assigned to a particular entry

you type list 'title of item'      CR

The single quotes (') must be typed. If the item was not entered in the system in the exact way it was typed, the system will respond with the words VOID RANGE. Try again. It is also possible to search on other items such as borrower's name. When a match is found, the system will list the line.

(2) To delete an entire line, as when an item has been returned  
you type del line number CR (whatever the actual number is).

(3) To modify part of a line, as when an interlibrary loan item is returned  
you type mod line number CR

The system will list the line. All modifications should be made in correct spaces at this time. The system will repeat the line allowing the operator to make additional alterations if necessary. If no additional alterations are required, depress CR.

(4) To add new charge records, find out what the last line number in the file is

you type list last CR

The system might respond with 2232. In order to add a line after this

you type c 2233 CR

The system response will be 2233?

Add all new charges, line by line. After all additions and deletions have been made, renumber and save the file before having reports printed

you type num CR

you type save file name scr on volume CR

E. Signing Off. It is not essential to obtain a print-out of the file each day or each time the file is updated, but if one, arranged in line-number order is desired

you type list offline box 312 remote 11 CR (box and remote numbers will be assigned).

The system response is a job number, for example: 999 IS YOUR JOB NUMBER. After this response

you type logoff (which ends the computer session for the day).

#### IV. REPORTS AVAILABLE

A. Any portion of the file can be listed at the terminal. A search can be made on a variety of keys and a listing of "hits" will be displayed at the

terminal. For example, if items charged to a particular borrower are needed a search on that borrower's name can be made and a list of items charged to him will be displayed on the terminal.

B. For complete lists of the file it is of course cheaper and faster to have the information transmitted from the central computer to a printer at the local data processing facility. In addition to the basic list by line number, for which instructions were given in Section III E, above, there are 4 other reports available.

C. The system is programmed to alphabetize the file by title and also by borrower and print either list upon request. Individual lists of what each borrower has, with a "personal" note to the borrower, are also available. It is also possible to extract all records identified as having been on inter-library loan and alphabetize them by title so that each library may decide if a title is being borrowed so often that it should be acquired permanently. (If this feature is used, the library staff must remember not to delete records for returned interlibrary loans; this program will delete the records after it sorts and counts them.)

| Line Number | Document Title            | Name of Borrower | Date Checked Out  | Borrower's Phone Number | Borrower's Room Number |
|-------------|---------------------------|------------------|-------------------|-------------------------|------------------------|
| 1 ?         | FOUR-DAY WEEK             | HOUSE P          | XX7-7777 518X CH  | 071272 081272           | JAMES M XX7-6666       |
| 2 ?         | AMERICAN AGRICULTURE ECON | GARVIN C         | 223-1950 216W WSM | 122972R010573           |                        |
| 3 ?         | ASCE J WATERWAYS HARBOBS  | SANTIAGO H       | XX7-7555 401E WSM | 040273                  |                        |
| 4 ?         | ASCE J SANITARY ENG       | EASILICO J       | 522-0544 2903 WSM | 040273                  |                        |
| 5 ?         | ASCE J WATERWAYS HARBOBS  | SANTIAGO H       | XX7-7555 401E WSM | 040273                  |                        |

Journal Date of Issue

Next Individual Waiting for the Document

Phone Number of Individual Waiting

Figure 4.2

Sample Circulation Records as  
Displayed at a Terminal

## CHAPTER 5

## THE DOCUMENT CONTROL SYSTEM

## I. INTRODUCTION

A. The major portion of the documents entered in this system will be the vast number of state and local reports held by the EPA libraries. Other documents are also included, but no EPA reports should be in it, nor should there be any documents which NTIS indexes.

B. Each participating library is responsible for building its portion of the master file to exact specifications. The processing programs provided by the Library Systems Branch allow each library to obtain listings for its own holdings by: title, local shelf or ID number, primary author, corporate author, and subject.

C. Local data processing staff work with Library Systems Branch staff for a half day or so to get the software installed in the local facility. After that arrangements are made between the library and local data processing staff concerning exactly what input media will be used and what the schedules for processing and print-outs will be.

## II. SELECTING ITEMS FOR INCLUSION IN THE FILE

A. All items which are not EPA reports, NTIS reports, or items in the international documents system file should be in this file. The one exception is reprints which should be included only if they are considered to be essential and are not accessible through other means.

B. Any document with a PB number is to be considered an NTIS document. Libraries holding such items should notify the Library Systems Branch so that their library codes can be added to the converted NTIS file (see Chapter 6, EPA Reports System).

## III. DATA FORMAT AND CODING

All files must be constructed in the format specified by the documentation below and the input form (Figure 5.1). Local requirements may be included as added data items but the added items must not affect the structure of the basic record and data items.

#### A. General Coding Conventions

1. Do not use an article as the first word in a title or subject heading.
2. Do not use punctuation, even with abbreviations, in titles, authors, subject headings, or corporate sources.
3. Certain specific abbreviations are required (see section IIIB). Otherwise no abbreviations are permitted unless the data requires more space than has been allotted for it, in which case abbreviation or truncation should occur only at the end of the field, so that when sorting/filing is done, the correct order will be preserved.
4. States should be coded using the two-letter standard postal system code, as shown in Figure 5.2.
5. The names of corporate authors/sources should be constructed in accordance with the guidelines in section IV. After they have been constructed they should be coded according to the general and specific conventions in this section and in B immediately below.
6. If the document is the proceedings or other document connected with a conference then the conference name, date, and place where it was held should appear in the title field. Upon occasion this information should appear in the series field. NC standards have yet been set for handling these questions.

B. Specific Coding Conventions. In this section, data items are discussed in the order they appear on the standard coding form.

1. ID Number - 23 spaces. All ID numbers must include the library code as the first three (normally) characters. If the filing location for an item is not the same as the ID number, then an asterisk should be placed at the end of the field containing the information which is used for filing. See example under "PB number", item 10, below.
2. Title - 175 spaces total. No punctuation, no abbreviation except at very end of a line when the number of characters is too large to fit into the space allotted. Words cannot be continued from line one of the title to line two; title line one must end with one or more spaces or the last letter of a word or abbreviation. Remember that titles are alphabetized according to the first characters; abbreviations, acronyms, etc., appearing in this portion of the title will affect the alphabetization.
3. Subject Class - 8 spaces. This is a two digit code similar to or the same as those in figure 5.3. There may be as many as three codes; there must be one space separating one code from another, e.g., "01 08 13." Other categories and codes which are assigned by participating libraries should be registered with the Library Systems Branch so that other libraries can use the same ones and avoid using the same numbers for categories which they need for their own use.

4. Authors - 24 spaces each. Personal authors only. If there are more than three, the others must be left out. Use the last name followed by a space then the first two initials, separated by a space. No punctuation, no abbreviations.

5. Contract Number - 15 spaces. If a contract number is available somewhere in the document, be sure to put it in the entry.

6. Date - 25 spaces. Date of publication including both month and year when both are known and coded mmyy. For example, January 1975 is coded 0175. When the month is not known, fill the space with two 0's, thus: 0075 for 1975. When neither the month nor year is given, fill the space with four 0's, thus: 0000.

7. Corporate Source One - 99 spaces. This is the originating organization, e.g., a contractor, when there is one.

8. Corporate Source Two - 99 spaces. This is the sponsoring organization, e.g., a government agency, when there is one.

9. Subject headings - 30 spaces each. As many as six may be used. Be sure to code cities, states and other geographic or political areas as subjects when these are significant. It is important to be able to provide lists of reports by city, state, etc.

Abbreviations to be used are: US, Gtbrit, Addr, Cong, Bibl, Div, Assn, Univ, Inc, Ltd, Natl, Dept, "&" for "and", and two-letter postal codes for states. No punctuation is to be used, even with abbreviations.

10. PB Number - 12 spaces. The PB number should be included when it is known. When it is not known, the field should be left blank; it should not be used for any other kind of data. If the document is shelved according to PB number, this is indicated by putting an asterisk at the end of this field, e.g., PB 228134 \*. Note that there is a space between the PB number and the asterisk. There is also always a space between the letters "PB" and the number itself.

11. Originator Report Number - 20 spaces. The number assigned by corporate source one, above, if there is one.

12. Sponsor's Report Number - 20 spaces. The number assigned by corporate source two, above, if there is one.

13. Series - 60 spaces. If a series entry is needed, the name should be constructed and coded in a manner similar to titles and corporate authors.

#### IV. FORMAT FOR CORPORATE NAMES

Corporate names should be presented in a consistent manner in each individual library. The approach illustrated in Figure 5.4 represents a good

approach for Regional libraries. Laboratory librarians may be more interested in an approach which takes the name of the organization as it is shown on the document, plus the lowest identifiable element of the organizational string. For example, the Library Systems Branch would appear as:

US Environmental Protection Agency. Library Systems Branch  
Washington DC

rather than:

US Environmental Protection Agency. Assistant Administrator  
for Planning and Management, Management and Organization Division,  
Library Systems Branch Washington DC

Notice that the shorter form will fit into the space allotted in the system (99 characters) but that the longer form will not fit without a great deal of abbreviation.



|                          |    |                   |    |                   |    |                    |    |
|--------------------------|----|-------------------|----|-------------------|----|--------------------|----|
| Alabama .....            | AL | Idaho .....       | ID | Montana .....     | MT | Rhode Island ..... | RI |
| Alaska .....             | AK | Illinois .....    | IL | Nebraska .....    | NE | South Carolina ... | SC |
| Arizona .....            | AZ | Indiana .....     | IN | Nevada .....      | NV | South Dakota ..... | SD |
| Arkansas .....           | AR | Iowa .....        | IA | New Hampshire ..  | NH | Tennessee .....    | TN |
| California .....         | CA | Kansas .....      | KS | New Jersey .....  | NJ | Texas .....        | TX |
| Canal Zone .....         | CZ | Kentucky .....    | KY | New Mexico .....  | NM | Utah .....         | UT |
| Colorado .....           | CO | Louisiana .....   | LA | New York .....    | NY | Vermont .....      | VT |
| Connecticut .....        | CT | Maine .....       | ME | North Carolina .. | NC | Virginia .....     | VA |
| Delaware .....           | DE | Maryland .....    | MD | North Dakota ...  | ND | Virgin Islands ... | VI |
| District of Columbia ... | DC | Massachusetts ... | MA | Ohio .....        | OH | Washington .....   | WA |
| Florida .....            | FL | Michigan .....    | MI | Oklahoma .....    | OK | West Virginia .... | WV |
| Georgia .....            | GA | Minnesota .....   | MN | Oregon .....      | OR | Wisconsin .....    | WI |
| Guam .....               | GU | Mississippi ..... | MS | Pennsylvania ...  | PA | Wyoming .....      | WY |
| Hawaii .....             | HI | Missouri .....    | MO | Puerto Rico ....  | PR |                    |    |

Figure 5.2

Two-Letter Codes for States

|    |                                    |    |                                             |
|----|------------------------------------|----|---------------------------------------------|
| 01 | Air Pollution and Control *        | 16 | Oil Pollution, Control 1                    |
| 02 | Noise Pollution and Control        | 17 | Hazardous Materials                         |
| 03 | Solid Wastes Pollution and Control | 18 | Toxic Substances                            |
| 04 | Water Pollution and Control        | 19 | Environmental Education                     |
| 05 | Pesticides Pollution and Control   | 20 | Management                                  |
| 06 | Radiation Pollution and Control    | 21 | Fish and Wildlife                           |
| 07 | Environmental Health and Safety    | 22 | Modeling                                    |
| 08 | Environmental Impact Statements    | 23 | Conservation                                |
| 09 | Area Reports                       | 24 | Fossil Fuels                                |
| 10 | Environmental Policy               | 25 | Nuclear Power                               |
| 11 | Laboratory Technology              | 26 | Geothermal Energy                           |
| 12 | Energy                             | 27 | Wind, Solar and Tidal Energy                |
| 13 | Transportation                     | 28 | Energy Conservation                         |
| 14 | Land Use                           | 29 | Energy Conversion (including bioconversion) |
| 15 | International Affairs              | 99 | General Publications                        |

\* Categories 01 through 08 are the subcategories of the NTIS revised category 68 (Environmental Pollution and Control).

Figure 5.3  
Subject Category Codes

| City                                      | State | Main agency                                   | Sub agency              |
|-------------------------------------------|-------|-----------------------------------------------|-------------------------|
| 1 e.g., Kansas City : Missouri            |       | Health Department                             |                         |
| e.g., Kansas City : Missouri              |       | Board of Parks and Recreation                 | Air Pollution Program   |
| County                                    | State | Main agency                                   | Sub agency              |
| 2 e.g., Jackson : Missouri                |       | Health Department                             | Environmental Health    |
| State                                     |       | Main agency                                   | Sub agency              |
| 3 e.g., Missouri                          |       | Clean Water Commission                        |                         |
| e.g., Iowa                                |       | Dept of Environmental Quality                 | Agricultural Wastes Sec |
| UNITED STATES                             |       | Main agency                                   | Sub agency              |
| e.g., U.S.                                |       | Interior                                      | Bureau of Mines         |
| e.g., U.S.                                |       | National Industrial Pollution Control Council |                         |
| e.g., U.S.                                |       | Missouri Basin Interagency Committee          |                         |
| International                             | State | Main agency                                   | Sub agency              |
| 5 Country                                 |       | Committee on Manitoba's Economic Future       |                         |
| Canada                                    |       |                                               |                         |
| Multi-Government                          |       |                                               |                         |
| 6 (Commissions, interagency groups, etc.) |       |                                               |                         |
| e.g., Mo-Kan Bi-State Planning Commission |       |                                               |                         |
| University or College                     |       | College or Dept                               |                         |
| 7 e.g., University of Missouri            |       | College of Agriculture                        |                         |
| e.g., University of Missouri              |       | Extension Department                          |                         |

Figure 3.4

Construction of Corporate Name Strings

## CHAPTER 6

THE EPA REPORTS SYSTEM AND  
THE INTERNATIONAL REPORTS SYSTEM

## I. THE EPA REPORTS SYSTEM

A. The National Technical Information Service (NTIS) does the initial data preparation and processing for in-house EPA reports. The EPA Program Offices and certain other EPA offices are charged with responsibility for delivering EPA reports to NTIS. NTIS produces machine-readable bibliographic data, abstracts, and indexes to these and other environmental reports.

B. The EPA Reports Bibliography Quarterly is produced from this data base and complete copies of the "category 68, Environmental Pollution and Control" tapes are provided to the Library Systems Branch for further processing as required by EPA. (See Figure 6.1 for EPA Reports System Flow.) "

## II. THE INTERNATIONAL REPORTS SYSTEM

A. This data base is prepared from foreign environmental reports received by EPA through document exchange programs maintained by various agencies, primarily the Library of Congress. Source documents are received by the EPA Office of International Activities which enters data into the system through WYLBUR. Bibliographic data, index terms, and an abstract are prepared. The Summaries of Foreign Government Environmental Reports are computer generated and supplied to NTIS for distribution purposes.

B. Periodically EPA prepares and distributes cumulated lists by country, continent, subject (air, water, pesticides, radiation, solid waste, noise, general), and category (legal, planning and management, scientific and technical, socio-economic). (See Figures 6.2 through 6.6.)

## System Flow

## The EPA Reports Reporting System

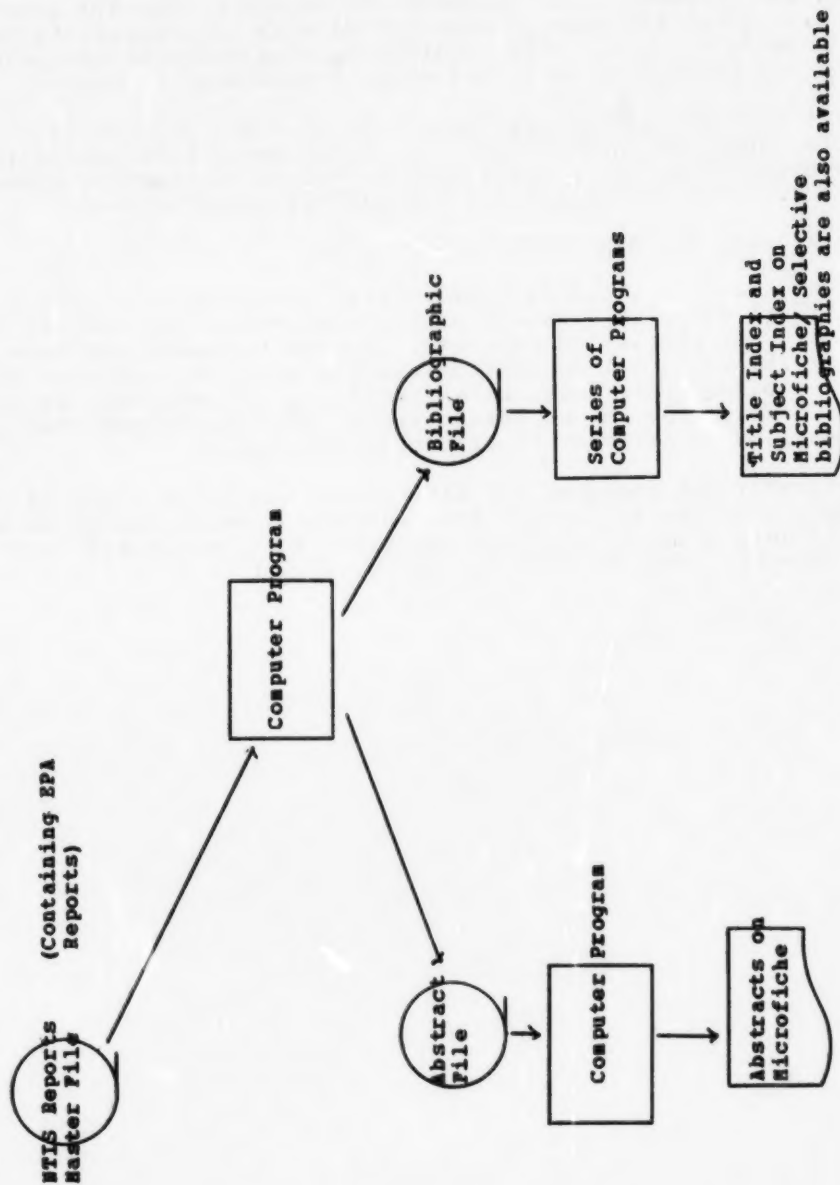


Figure 6.1

EPA Reports System Flow Diagram

Sample File Layout  
The International Environmental Reports System

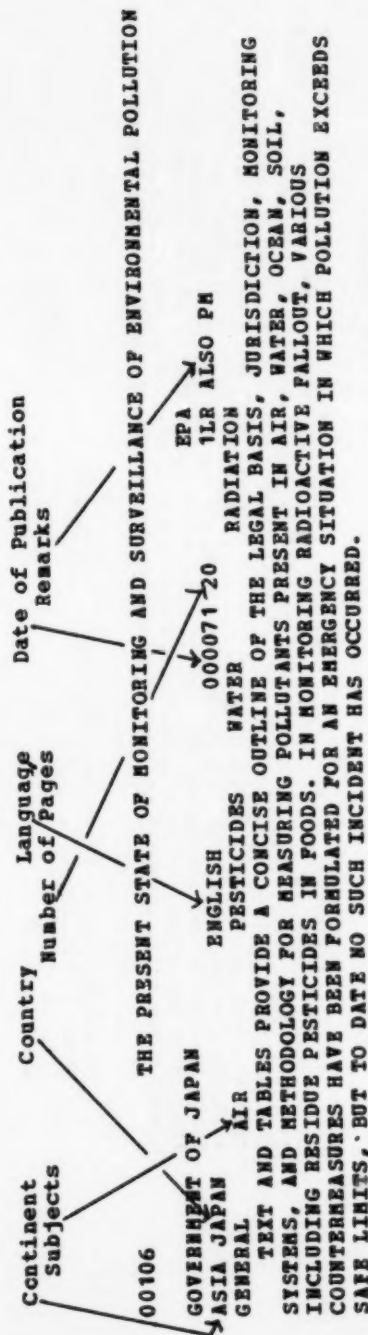
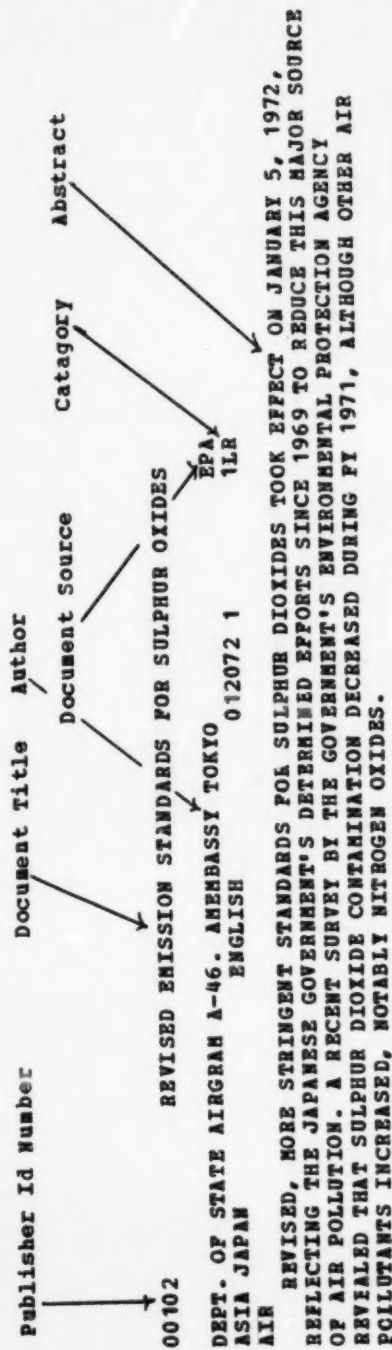


Figure 6.2

International Reports System File Contents and Layout

04-13-73  
 ENVIRONMENTAL PROTECTION AGENCY  
 OFFICE OF INTERNATIONAL ACTIVITIES  
 COUNTRY/CATEGORY REPORT  
 PROG: OIA-COUNTRY

COUNTRY:

SWEDEN

LR

PUBLIC HEALTH SERVICE  
 STOCKHOLM CENTRAL BOARD OF ADMINISTRATION INFO COMMITTEE EPA  
 ENGLISH 72 PGS 28 ID# 00111  
 NOISE

SEVERAL ANTI-NOISE MEASURES HAVE BEEN INITIATED BY STOCKHOLM'S PUBLIC HEALTH COMMITTEE. JET AIRCRAFT NOISE WAS REDUCED BY DESIGNATING NEARBY BRONNA AIRPORT EXCLUSIVELY FOR PISTON-ENGINE AIRCRAFT WHILE DIVERTING JET TRAFFIC TO ARLANDA AIRPORT 40 MILES AWAY. THE REQUIRED WARMUP OF PISTON ENGINES BEFORE TAKEOFF HAS BEEN HELD TO A MINIMUM SINCE SWEDEN'S DOMESTIC AIRLINES WERE URGED TO FIT THEIR AIRCRAFT WITH ENGINE HEATERS. A RECENT ORDINANCE PROHIBITS IDLING OF MOTOR VEHICLE ENGINES OUTDOORS FOR LONGER THAN THREE MINUTES EXCEPT DURING TRAFFIC DELAY. THE SOUND LEVEL FROM A REFUSE COLLECTION TRUCK MUST NOT EXCEED 70 DB (DECIBELS) MEASURED THREE METERS AWAY, AND COMPRESSORS ON CONSTRUCTION SITES MUST NOT EMIT NOISE EXCEEDING 70 DB AT A DISTANCE OF SEVEN METERS.

LR

ENVIRONMENTAL PLANNING AND CONSERVATION IN SWEDEN  
 SWEDISH INFORMATION SERVICE EPA  
 ENGLISH 6/00/72 PGS 4 ID# 00118  
 WATER

RECENT SWEDISH ENVIRONMENTAL LEGISLATION IS HIGHLIGHTED IN THIS PUBLIC INFORMATION BROCHURE. SINCE JANUARY 1, 1972, ALL DUMPING FROM SWEDISH SHIPS AND AIRCRAFT IS PROHIBITED IN TERRITORIAL WATERS AND THE HIGH SEAS. THE LAW ALSO BANS DUMPING BY FOREIGN VESSELS IN SWEDISH TERRITORIAL WATERS, AND IT IS ILLEGAL FOR THEM TO EXPORT WASTES FROM SWEDEN FOR THE PURPOSE OF DUMPING IN THE HIGH SEAS. ANOTHER LAW, EFFECTIVE JUNE 1, 1972, STIPULATES THAT PCB'S AND MATERIALS CONTAINING PCB'S MAY NOT BE MANUFACTURED, SOLD, OR USED WITHOUT LICENSE.

Figure 6.3

International Reports System  
 Sample from Listing by Country

04-13-73  
 ENVIRONMENTAL PROTECTION AGENCY  
 OFFICE OF INTERNATIONAL ACTIVITIES  
 CONTINENT/COUNTRY/CATEGORY REPORT  
 PROG: OIA:CONTINENT

CONTINENT:

EUR  
 SWEDEN  
 LR

ENVIRONMENT PROTECTION ACT MARINE DUMPING ACT WITH COMMENTARIES  
 NATL ENVIR PROT BOARD  
 ENGLISH  
 INFO FOR UN CONF ON ENVIRONMEN  
 GENERAL AIR NOISE  
 4/00/72 PGS 85 ID# 00129  
 WATER

THE FIRST PART OF THIS BOOKLET REVIEWS THE SCOPE OF THE ENVIRONMENT PROTECTION ACT OF 1969. A LEGISLATIVE LANDMARK IN SWEDEN'S ANTI-POLLUTION PROGRAM. IT SETS FORTH CRITERIA FOR CONTROL OF AIR AND WATER POLLUTION, NOISE, AND OTHER NUISANCES, AND CITES CASE DECISIONS OF EXAMINING BOARDS TO SHOW THE LAW'S APPLICATION, COMPENSATION GRANTED, OR PENALTIES IMPOSED. UNDER THE ACT, PERSONS OR FIRMS PLANNING TO ENGAGE IN SPECIFIED INDUSTRIAL ACTIVITIES ARE REQUIRED TO APPLY TO A FRANCHISE BOARD FOR A PERMIT TO OPERATE. THIS BOARD MUST BE FULLY APPRAISED OF POSSIBLE POLLUTING EFFECTS OF THE ENTERPRISE, AND WHAT CONTROL DEVICES ARE TO BE USED TO COUNTERACT THE POLLUTION. THE SECOND PART CONTAINS A BRIEF COMMENTARY ON THE MARINE DUMPING PROHIBITION ACT, WHICH CAME INTO FORCE ON JANUARY 1, 1972.

SWEDEN  
 LR

ENVIRONMENT PLANNING AND CONSERVATION IN SWEDEN  
 SWEDISH INFORMATION SERVICE  
 ENGLISH  
 6/00/72 PGS 4 ID# 00118  
 EPA

RECENT SWEDISH ENVIRONMENTAL LEGISLATION IS HIGHLIGHTED IN THIS PUBLIC INFORMATION BROCHURE. SINCE JANUARY 1, 1972, ALL DUMPING FROM SWEDISH SHIPS AND AIRCRAFT IS PROHIBITED IN TERRITORIAL WATERS AND THE HIGH SEAS. THE LAW ALSO BANS DUMPING BY FOREIGN VESSELS IN SWEDISH TERRITORIAL WATERS, AND IT IS ILLEGAL FOR THEM TO EXPORT WASTES FROM SWEDEN FOR THE PURPOSE OF DUMPING IN THE HIGH SEAS. ANOTHER LAW, EFFECTIVE JUNE 1, 1972, STIPULATES THAT PCB'S AND MATERIALS CONTAINING PCB'S MAY NOT BE MANUFACTURED, SOLD, OR USED WITHOUT LICENSE.

Figure 6.4

International Reports System  
 Sample from Listing by Continent

04-13-73  
 ENVIRONMENTAL PROTECTION AGENCY  
 OFFICE OF INTERNATIONAL ACTIVITIES  
 SUBJECT REPORT  
 PROG: OIA-SUBJECT

GENERAL  
 EUR  
 SWEDEN

ENVIRONMENT PROTECTION ACT MARINE DUMPING ACT WITH COMMENTARIES  
 EPA  
 NATL ENVIR PROT BOARD  
 4/00/72 PGS 85 ID# 00129  
 INFO FOR UN CONF ON ENVIRONMEN  
 AIR NOISE WATER

THE FIRST PART OF THIS BOOKLET REVIEWS THE SCOPE OF THE ENVIRONMENT PROTECTION ACT OF 1969, A LEGISLATIVE LANDMARK IN SWEDEN'S ANTI-POLLUTION PROGRAM. IT SETS FORTH CRITERIA FOR CONTROL OF AIR AND WATER POLLUTION, NOISE, AND OTHER NUISANCES, AND CITES CASE DECISIONS OF EXAMINING BOARDS TO SHOW THE LAW'S APPLICATION, COMPENSATION GRANTED, OR PENALTIES IMPOSED. UNDER THE ACT, PERSONS OR FIRMS PLANNING TO ENGAGE IN SPECIFIED INDUSTRIAL ACTIVITIES ARE REQUIRED TO APPLY TO A FRANCHISE BOARD FOR A PERMIT TO OPERATE. THIS BOARD MUST BE FULLY APPRAISED OF POSSIBLE POLLUTING EFFECTS OF THE ENTERPRISE, AND WHAT CONTROL DEVICES ARE TO BE USED TO COUNTERACT THE POLLUTION. THE SECOND PART CONTAINS A BRIEF COMMENTARY ON THE MARINE DUMPING PROHIBITION ACT, WHICH CAME INTO FORCE ON JANUARY 1, 1972.

NOISE  
 APR

SOUTH AFRICA

LR

REPORT ON POLLUTION  
 THE PLANNING ADVISORY COUNCIL OF THE PRIME MINISTER  
 3/00/72 PGS 15 ID# 00253  
 ALSO PH  
 \*GENERAL AIR RADIATION WATER

EPA

ASIA

JAPAN

LR

TOKYO FIGHTS POLLUTION AN URGENT APPEAL FOR REFORM  
 TOKYO METRO GOVT BUREAU OF GEN AFFAIRS  
 3/00/71 PGS 267 ID# 00119  
 ALSO PH  
 \*GENERAL AIR SOLID WASTE WATER

EPA

Figure 6.5

International Reports System  
 Sample from Subject Index

04-13-73  
 ENVIRONMENTAL PROTECTION AGENCY  
 OFFICE OF INTERNATIONAL ACTIVITIES  
 CATEGORY/COUNTRY REPORT  
 PROG: OIA.CATG

## CATEGORY:

LR  
 EUR  
 ITALY

FACTS ON FILE  
 VOL 32, NO 1645, 5-3  
 ENGLISH  
 GENERAL

5/03/72 PGS 35583

LOC

ID# 00138

WATER

AN ITALIAN INDUSTRIALIST, ALBERTO REDAELLI, WAS ARRESTED AND JAILED IN MILAN ON MAY 3  
 AFTER FAILING TO COMPLY WITH AN ORDER TO INSTALL ANTI-POLLUTION DEVICES IN HIS STEEL PLANT.

## NETHERLANDS

ENVIRONMENTAL HEALTH IN THE NETHERLANDS  
 MINISTRY OF PUBLIC HEALTH AND ENVIRONMENTAL HYGIENE  
 ENGLISH  
 GENERAL

EPA

3/00/72 PGS 60

ID# 00239

WATER

AIR

NOISE

SOLID WASTE

RADIATION

AFTER A SURVEY OF THE GENERAL ENVIRONMENT OF THE NETHERLANDS, THE BOOK TURNS TO  
 SPECIFIC PROBLEMS. THE FIRST OF THESE IS WATER: WATER SUPPLY, USE OF RESOURCES, QUALITY  
 CONTROL, AND WATER POLLUTION. UNDER THE LATTER, IT DESCRIBES SEWAGE DISPOSAL IN THE MAJOR  
 CITIES, NATIONAL STANDARDS AND GOVERNMENTAL ORGANIZATIONS, AND INTERNATIONAL PROBLEMS  
 ARISING IN CONNECTION WITH THE RHINE. THE SECOND POINT IS AIR: IN A SIMILAR FRAMEWORK  
 SUCH ORGANIZATIONS AS THE AIR POLLUTION COUNCIL AND LEGAL MEASURES SUCH AS THE AIR POLLUTION  
 ACT OF 1970 ARE DISCUSSED. RADIATION POLLUTION IS PRESENTED BRIEFLY IN TERMS OF RESEARCH  
 ORGANIZATIONS AND LEGAL MEASURES, AS ARE SOLID WASTES. FOUNDATIONS AND LEGAL MEASURES  
 AGAINST NOISE ARE ALSO GIVEN, IN PARTICULAR THE PUBLIC NUISANCE ACT WHICH AFFECTS ALL THE  
 ABOVE PROBLEMS. THE BOOK THEN PROCEEDS TO DISCUSS PROBLEMS ARISING FROM RECREATION AND  
 HOUSING AND THE POSSIBILITIES OF ANTI-POLLUTION TRAINING AND STUDY.

Figure 6.6

International Reports System  
 Sample from Listing by Category